



INDIANA
WORKFORCE
DEVELOPMENT

To: All Office Managers and Supervisors

From: Ronald L. Stiver, *RS*
Commissioner

Date: January 20, 2006

Subj: DWD Policy: 2005-12
Policy for Intermittent Security Services

Purpose: To communicate the DWD policy on the occasional security needs of the field offices for appeals hearings.

Rescission: DWD Communication 97-16,
Issued February 28, 1998

Content: DWD provides for law enforcement protection to Local Offices and Administrative Law Judges on an as-needed basis for appeals hearings. Local law enforcement officers should be utilized in these instances. The need will be determined locally and arrangements made with the appropriate Sheriff or City Police officials serving the requesting office.

Effective Date: Immediately

Review Date/End Date: February 1, 2008

Ownership: DWD Investigations and Security

Actions: Program Directors, Local Office Managers, or Administrative Law Judges anticipating assignment of law enforcement officers should notify DWD Investigations and Security (317/232-7489) prior to making arrangements locally. Investigations and Security will notify Career Services or the Director of Unemployment Insurance Appeals of the day and time for which on-site security has been requested.

After the event, the Local Office will submit a claim voucher to the DWD Accounting Department for payment to the law enforcement entity that provided the service. The claim voucher should reflect the hours claimed and the local rate of pay for the service.

This policy does not apply to instances where immediate emergency response is needed. In those cases, staff should continue to use 911 or other appropriate emergency service numbers and follow up with an incident report to Investigations and Security.